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Approved For Release 2001/05/01 : CIA-RDP80-01826R000100120011-0

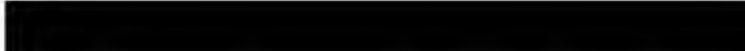
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Operations Division/OP

DATE: 13 July 1961

FROM : Chief, Departmental Recruitment Branch/OP

SUBJECT: Annual Report for DRB, FY 1961

1. <u>FORMAL INTERVIEWS:</u>	<u>JOT</u>	<u>Clerical</u>	<u>Commo</u>	<u>Professional and Other</u>	<u>Total</u>
Interviews	273	1892	444	2719	5328*
Recommends	146	350	71	177	744
Security Initiations .	88	410	45	84	627
Entered-on-Duty . . .					

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* Includes 269 "Special Interest" interviews referred by the following sources: 12 White House, 72 Senators, 67 Representatives, 26 high government officials of other Agencies, and 92 by high Agency officials.

** Does not include an unknown number of individuals who received an initial interview in DRB and subsequently entered-on-duty as a Contract Employee or Staff Agent.

- INFORMAL INTERVIEWS: DRB personnel completed a large number of these consisting of short informal personal interviews and incoming phone calls from external Agency sources. No workload count was maintained of these informal interviews.
- SUPPORT OF APPLICANT TESTING PROGRAM: DRB clerical personnel participated with OTR personnel in scheduling tests, maintaining records, and escorting applicants scheduled for tests.
- CLERICAL SUPPORT: Two full time DRB employees provided support consisting of: stenography, typing, receiving, routing and controlling mail, maintaining files and records, and receptionist services. Also, one full time OS Receptionist spent a large portion of her time providing receptionist services to DRB.

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DOC	6	REV DATE	1-7-81	BY	066199
ORIG COMP	5	OPI	32	TYPE	01
ORIG CLASS	5	PAGES	16	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 10-2

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